

ADMINISTRATIVE RECORD

The body of documents considered or relied on which form the basis for the selection of a response action. The AR contains all documents that are pertinent and common to work performed at each installation "site" as well as documents which may only refer to one or more "sites" located on the installation.

- **Master Copy**
 - Maintained by the EFD/EFA
 - Master copy is the legal copy

ADMINISTRATIVE RECORD FILE

The Administrative Record File (ARF) refers to documents that have been generated in relation to an installation which become the Administrative Record File as soon as the Remedial Investigation/Feasibility Study (RI/FS) work plan is approved.

The documents consist of material related to the selection of the response action which are generated or received by the agency, the documents that form the basis for the decision on response action whether or not they support the response selection, and be the contemporaneous explanation of the basis for the selection of a response action.

It forms the basis for the selection of a particular response at a site. This is an incomplete, ongoing record and is not called an AR until the final selection of response action is made. The decision document on how to clean up a site closes the ARF and it then becomes an AR.

The U S Navy/USMC Administrative Record Files differ from U S EPA Files by definition. The U S EPA creates a File for every site where they are the lead agency. They define site as "one site cleanup, one Administrative Record". The Navy/Marine Corps defines site as "all installation restoration activities taking place on a military installation". Thus, this definition means that ALL SITES will be included in a single Administrative Record File for an installation.